

YOU SHOULD FAX YOUR PAPERWORK BACK
TO US AT (937) 257-3477

THE PAPERWORK WE REQUIRE TO BEGIN
THE PROCESS IS AS FOLLOWS:

- A COMPLETED, SIGNED AND DATED DD FORM 1299
- A COMPLETED, SIGNED AND DATED DD FORM 1797
- AND A FULL COPY OF ORDERS (ALL PAGES, FRONT AND BACK), AMENDMENTS AND/OR AF FORM 150

IF YOU ARE FILLING OUT THIS PAPERWORK
FOR SOMEONE ELSE, PLEASE BE AWARE
THAT WE MUST HAVE A COPY OF THE
POWER OF ATTORNEY NAMING YOU AS
PERMITTED TO HANDLE THE
MEMBER'S/EMPLOYEE'S HOUSEHOLD
GOODS MOVE.

PLEASE ENSURE THAT YOU VERIFY YOUR
INFORMATION WITH A COUNSELOR OR
YOUR MOVE MAY BE DELAYED.

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD)		2. SHIPMENT NUMBER	
3. NAME OF PREPARING OFFICE		4. TO <i>(Responsible Origin Personal Property Shipping Office)</i>			
		a. NAME			
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS <i>(Street, Suite Number, City, State, ZIP Code)</i>			
6. MEMBER OR EMPLOYEE INFORMATION					
a. NAME <i>(Last, First, Middle Initial)</i>		b. RANK/GRADE		c. SSN	d. AGENCY
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:					
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS <i>(Enter quantity estimate)</i>					
(1) POUNDS	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) <i>(Enter "NONE" if not applicable)</i>			(3) EXPENSIVE AND VALUABLE ITEMS <i>(Number of cartons)</i>	
b. MOBILE HOME INFORMATION <i>(Enter dimensions in feet and inches)</i>					
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT	(5) TYPE EXPANDO <i>(Describe)</i>	
c. MOBILE HOME SERVICES REQUESTED <i>(X as applicable)</i>					
<input type="checkbox"/> CONTENTS PACKED	<input type="checkbox"/> MOBILE HOME BLOCKED	<input type="checkbox"/> MOBILE HOME UNBLOCKED	<input type="checkbox"/> STORED AT ORIGIN	<input type="checkbox"/> STORED AT DESTINATION	
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:					
a. TYPE ORDERS <i>(X one)</i>		b. ISSUED BY		c. NEW DUTY ASSIGNMENT	
<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY					
d. DATE OF ORDERS (YYYYMMDD)	e. ORDERS NUMBER		f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. <i>(Include Area Code)</i>	
h. IN TRANSIT ADDRESS <i>(Street, Apartment Number, City, State, ZIP Code)</i>					
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION		
a. ADDRESS <i>(Street, Apartment Number, City, County, State, ZIP Code)</i> <i>(If a mobile home park, include mobile home court name)</i>			a. ADDRESS <i>(Street, Apartment Number, City, County, State, ZIP Code)</i> <i>(If a mobile home park, include mobile home court name)</i>		
b. TELEPHONE NUMBER <i>(Include Area Code)</i>			b. AGENT DESIGNATED TO RECEIVE PROPERTY		
11. EXTRA PICKUP/DELIVERY ADDRESS <i>(If applicable)</i>			12. SCHEDULED DATE FOR (YYYYMMDD)		
			a. PACK	b. PICKUP	c. DELIVERY
13. REMARKS					
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW <i>(If none, indicate "NONE.")</i>					
a. FROM		b. TO		c. NET POUNDS <i>(Actual or estimated)</i>	d. POUNDS OF PBP&E <i>(Actual or estimated)</i>
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS					
I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.					
a. SIGNATURE OF MEMBER/EMPLOYEE		b. DATE SIGNED		c. ADDRESS OF CONTRACTOR <i>(Street, Suite No., City, State, ZIP Code)</i>	
d. NAME OF CONTRACTOR <i>(Origin DPM or non-temporary storage)</i>					
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE			b. CERTIFIED BY <i>(Signature)</i>		
			c. TITLE		

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<input type="checkbox"/> CONTENTS PACKED <input type="checkbox"/> MOBILE HOME BLOCKED <input type="checkbox"/> MOBILE HOME UNBLOCKED <input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION					
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a. REASON FOR NONAVAILABILITY OF SIGNATURE			b. CERTIFIED BY <i>(Signature)</i>		
			c. TITLE		

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406, 5 USC 5726; and E.O. 9397.

PRINCIPAL PURPOSE(S): Primarily used for evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the member in case goods to be shipped exceed Government entitlement limits.

ROUTINE USE(S): DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

CERTIFICATION OF SHIPMENT RESPONSIBILITIES

In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:

1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.

2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.

3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.

4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.

5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.

6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.

7. Professional books, papers and equipment are or were necessary in the performance of official duties.

CONDITION FOR STORAGE

In consideration of said household goods being stored at Government expense, I hereby agree as follows:

1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.

2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.

3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.

4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.

5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the

household goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.

6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.

7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.

8. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

Instructions for Completing the DD Form 1797

Page 1 (Front)

Block 1. Fill out your name; last, first, then middle initial.

Block 2. Fill out your Social Security Number.

Block 3. Fill out your pay grade/rank.

Page 2 (Back)

Block 8. Read and initial all statements.

Blocks 9c and 9d. Sign and date the form.

You do not need to fill out the other blocks; they are used in briefings, and by initialing through block 8 you are waiving the briefing.

PERSONAL PROPERTY COUNSELING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397.

PRINCIPAL PURPOSE(S): Primary purpose is to ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System. Information collected in this system may also be used in determining validity of claims for damage and improper shipments and any third party responsibility.

ROUTINE USE(S): Information contained in this system of records may be provided to a carrier, for the purpose of helping to resolve or adjudicate claims brought by Defense Transportation System users.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.

1. NAME (<i>Last, First, Middle Initial</i>)	2. SOCIAL SECURITY NUMBER	3. GRADE/RANK/RATING
4. ISSUING AUTHORITY	5. ORDER NUMBER AND PARAGRAPH	6. DATE (YYYYMMDD)

7. CHECKLIST (*Record special instructions on back*)

PART I - HOUSEHOLD GOODS	PART II - UNACCOMPANIED BAGGAGE (<i>Continued</i>)
(1) Entitlements under the order described above (<i>number of shipments, authorized destination, etc.</i>)	(7) Items of extraordinary value.
(2) Weight allowances: PCS TDY	(8) Whom to contact in the event of loss or damage.
(3) Weight restriction at new duty station, if any.	(9) VIP - Very Important Papers (<i>the importance of documentation</i>).
(4) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	(10) Member's responsibility to complete and turn in quality control form.
(5) Pickup date and required delivery date as determined by requirements of the member: PUD RDD	(11) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).
(6) Mode/method of shipment, including name of carrier if known.	(12) Unauthorized items and disposal of useless items.
(7) Unauthorized items and disposal of useless items.	(13) Professional books, papers, and equipment.
(8) Professional books, papers, and equipment.	(14) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.
(9) Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods.	(15) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.
(10) Servicing/deservicing appliances.	PART III - NONTEMPORARY STORAGE
(11) Temporary storage (<i>contractual or intransit</i>).	(1) Entitlements under this order, special services, etc.
(12) Checking inventory at origin and destination, noting discrepancies on reverse of PPGBL, DD Form 619, and carrier's inventory prior to signing	(2) Included as part of HHG weight allowance when stored at Government expense.
(13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon.	(3) Where stored and for how long.
(14) Member's responsibility to sign delivery documents and release them to carrier immediately upon delivery of property and completion of delivery services and annotation of discrepancies.	(4) Pickup date.
(15) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.	(5) Appliance servicing.
(16) Member's responsibility to contact origin and destination ITOs if there is any change in orders or there are other factors that could affect delivery of the shipment.	(6) Checking inventory at time of pickup.
(17) Extra pickup or delivery charges, when applicable.	(7) What documentation given to member and its importance to him.
(18) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	(8) Items of extraordinary value, excess weight/cost.
(19) What documentation given to member and its importance to him.	(9) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).
(20) Member's responsibility to complete and turn in quality control form.	(10) Unauthorized items and disposal of useless items.
(21) Member's responsibility to ensure PP items are free of soil/pest infestation.	(11) Professional books, papers and equipment.
PART II - UNACCOMPANIED BAGGAGE	(12) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.
(1) Included as part of HHG weight allowance when shipped at Government expense.	(13) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.
(2) Weight allowances: Member Dependents	PART IV - HOUSE TRAILERS/MOBILE HOMES
(3) What can be shipped as unaccompanied baggage.	(1) Entitlements under this order, limitations, possible costs.
(4) Pickup and delivery dates.	(2) Services authorized at Government expense and those billed to member.
(5) Preparation - Copy of Orders in each container just before closing it.	(3) Responsibility of member to get trailer ready for movement.
(6) How and by whom shipped.	(4) Inventory and contents of trailer. Items that cannot remain in trailer.
	(5) Pickup and delivery dates.
	(6) Intransit storage and probability of excess costs.
	(7) Carrier and Government liability.
	(8) What documentation given to member and its importance to him.
	(9) Responsibility to promptly submit quality control information.

7. CHECKLIST (Continued)									
PART V - PRIVATELY OWNED VEHICLES (POV)					PART VI - WEAPONS AND AMMUNITION				
	(1) Does vehicle qualify as a POV.					(1) Limitations and restrictions of country to which assigned.			
	(2) Authorizations, restrictions, special Host Government requirements.					(2) US Government requirements and restrictions applicable for import.			
	(3) Applicable port of embarkation and debarkation; alternates if needed.					(3) Special forms and procedures; responsibilities of carriers, etc.			
	(4) Preparation of POV prior to delivery to port.				PART VII - LIABILITY, CLAIMS, PROTECTION				
	(5) Application and other documents required; Power of Attorney if required.					(1) Carrier, storage firm and Government liability for loss or damage.			
	(6) Excess costs, when applicable; oversize; excess distance.					(2) Carrier and Government liability for mobile home. Liability for repairs enroute.			
	(7) Checking inventory of items left in POV; origin and destination.					(3) Carrier and Government liability for POV.			
	(8) Secure lien holder's permission if required.					(4) Limitations on Government liability.			
	(9) Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; period POV can remain at port.					(5) Importance of documentation - accurate inventory exception on delivery, etc.			
	(10) Joint inspection of POV at time of delivery and pickup.					(6) Valuation of items of extraordinary value - substantial value.			
	(11) Licensing and insurance requirements of state or overseas country.					(7) Whom to see at destination in the event of loss or damage.			
	(12) Foreign manufactured POVs.								
	(13) Delivery of POV to port by agent; special requirements for.								
8. SPECIAL INSTRUCTIONS									
9. CONFIRMATION OF COUNSELING									
I understand that if I elect to ship any household goods at Government expense to a designated location when the waiting period for any type of housing at or in the vicinity of the overseas duty station is less than 20 weeks (as determined by the overseas commander), all entitlement to further shipment of such property at government expense will be exhausted until such time as I receive subsequent PCS orders returning me to CONUS or assigning me to another overseas duty station.									
a. I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS:									
	(X)	YES	NO		(X)	YES	NO		
(1) HOUSEHOLD GOODS				(6) MOBILE HOMES (\$150.00 limitation on repairs enroute)					
(2) NONTEMPORARY STORAGE				(7) WEAPONS AND AMMUNITION					
(3) PRIVATELY OWNED VEHICLES				(8) I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PAMPHLET.					
(4) LOSS AND DAMAGE									
(5) UNACCOMPANIED BAGGAGE									
b. SIGNATURE OF COUNSELOR				c. SIGNATURE OF MEMBER/DEPENDENT/AGENT				d. DATE (YYYYMMDD)	

Household Goods Weight Allowance Table

Pay Grade	W/O Dependents	W/ Dependents	TDY*	UB WT**
O-10	18,000	18,000	2,000	1,000
O-9	18,000	18,000	1,500	1,000
O-8	18,000	18,000	1,000	1,000
O-7	18,000	18,000	1,000	1,000
O-6	18,000	18,000	800	800
O-5 / W-5	16,000	17,500	800	800
O-4 / W-4	14,000	17,000	800	600
O-3 / W-3	13,000	14,500	600	600
O-2 / W-2	12,500	13,500	600	600
O-1 / W-1	10,000	12,000	600	600
E-9	13,000	15,000	600	***500/400
E-8	12,000	14,000	500	***500/400
E-7	11,000	13,000	400	***500/400
E-6	8,000	11,000	400	***500/400
E-5	7,000	9,000	400	***500/400
E-4 > 2 YEARS	7,000	8,000	400	***500/400
E-4 < 2 YEARS	7,000	8,000	400	***500/400
E-3	5,000	8,000	400	***500/400
E-2	5,000	8,000	400	***500/400
E-1	5,000	8,000	400	***500/400
CIV-ALL	18,000	18,000		

* APPLIES TO TDY ENROUTE TO PCS

** DEPENDENTS OVER 12 YEARS OF AGE = 350 LBS
DEPENDENTS UNDER 12 YEARS OF AGE = 175 LBS

*** UNACCOMPANIED TOUR = 500 / ACCOMPANIED TOUR = 400

ESTIMATE 1000 LBS PER ROOM, DO NOT INCLUDE THE BATHROOM

IF YOU HAVE ANY PROPERTY IN A STORAGE UNIT, CRAWL SPACE, BASEMENT, ATTIC OR IN THE GARAGE, PLEASE INCLUDE THIS WEIGHT ALSO.

MAJOR APPLIANCES ARE 250 LBS.

UPDATED 27 JAN 05

Helpful Websites for Household Goods Moves

<http://www.sddc.army.mil>

click on the link “Personal Property/POV”

The above website and link can be used to access the following pamphlets and guides:

It's Your Move

JFTR (military)—Joint Federal Travel Regulation

JTR (civilian)—Joint Travel Regulation

Shipping Your POV (Overseas PCS)

Storing Your POV (Overseas PCS)

CONUS PPCIG (Personal Property Consignment Guide)

OCONUS PPCIG (Personal Property Consignment Guide)

Defense Transportation Regulations (DTR)

<http://www.atf.treas.gov>

Alcohol, Tobacco & Firearms (ATF)

<http://afmove.hq.af.mil>

Air Force Move Website – very informative

<http://afmove.hanscom.af.mil/pages.asp?infoid=120>

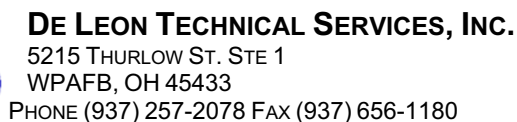
GI Mail information – follows you wherever you go

Many of the forms required for your move may also be found on our web site:

<https://wptmo.wpafb.af.mil>

Please take a moment to visit our Interactive Customer Evaluation:

http://ice.disa.mil/index.cfm?fa=card&service_provider_id=97148&site_id=545&service_category_id=30



CUSTOMER SERVICE AREA
PERSONAL PROPERTY SHIPPING OFFICE

Unsatisfactory Average Excellent

1-----2-----3-----4-----5-----6-----7-----8-----9-----10

Were you provided the information you needed?

[illegible]

Date: _____